CITY OF SNOHOMISH CARNEGIE FACILITY CHECKLIST

Snohomish Carnegie

105 Cedar Avenue Snohomish, WA 98290

Established as the Snohomish Carnegie Library in 1910, this property is registered with the Washington State and National Register of Historic Places.

Client Event Information:

Mailing Address:

Name:

Phone Number:							
Email Address:							
Date of Event							
Name of Event/type:							
Number of guests:							
How many 48" round tables?					Fac	cility Total A	vail = 18
How many 24" x 60" tables?					Fac	cility Total A	
How many chairs?					Fac	cility Total A	\vail =139
AV System?		Digital Screen?	Yes	No	PA System?	Yes _	No
Day of Event on-site Contact Nam	ne						
Day of Event on-site Contract Pho	one #						
Carnegie Parking Lot Reserved?		Yes	No				
Snohomish Carnegie Building Use Light Switches:	When Chan Over Over Kitch drink Alcov	hen facing main entrance: Light switches/control panel are to the left nandelier is toggle switch with a small dimmer slide alongside the toggle werhead lights are controlled by a 2-button switch Top: All lights on Bottom: All lights off werhead lights can be adjusted by zone using touch screen display panel to then lights are motion activated and have a 4 button on the wall by the inking fountain cove lights are motion activated and have a 2 button switch on the wall love the chairs					
Fan Control:		n facing main er d and lights	ntrance: Far	ı switch is	to the right. Re	mote avail	able for
Window Blinds:		s are numbered t clockwise from		ng with w	indow in kitcher	າ to far left	t (#1)

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Power outlets:	Located in the floor in the silver slide plates.				
Additional supplies:	Cleaning products, paper towels, garbage bags are under the sink in kitchenette				
Audio/Visual Information:	Access panel is located on the south-east wall by the full wall curtains Log-in code: 1909 AV connections are below the access panel AV How To: Top left drawer in kitchen				
Wi-Fi: Carnegie-UpperF1	Password: Carnegie1909				
Remote Controls:	Blinds, Fans, Pointer: located in top left drawer of kitchen				

The City of Snohomish requires the reservation holder of the Snohomish Carnegie Building to clean the facility before vacating the premises (within their rental hours). The venue must be restored to the manner in which it was found upon their arrival. Failure to comply will result in the loss or partial loss of the damage deposit and/or accrual of additional charges.

It is the responsibility of the reservation holder to:

Prior to the event:
Acquire all permits or licenses required to support the event.
Pay all outstanding balances or invoices including but not limited to deposits.
Acquire special event insurance providing coverage for any event which includes alcohol.
Permits, licenses and insurance will be the sole responsibility of the renter and provided to the City of
Snohomish in advance of the scheduled event.
Day of the event:
Permits must be present in the facility and location where alcohol will be served (if applicable).
Review and complete Event Opening information with City staff at the start of scheduled event reservation
time.
Final placement of all tables and chairs.
Deposit all bagged garbage in dumpster provided behind the building.
Deposit all recycling products in the containers provided behind the building.
Sweep, vacuum and dry mop used areas.
Clean and wipe down tables, microwave, refrigerator, and all counters.
Rinse out the sink.
Remove all decorations, tape, etc.
Review and complete Event Closing documentation at conclusion of scheduled event reservation time and
final walkthrough with City staff prior to vacating the facility.

Please remember that all helium balloons, confetti, glitter, rice, marshmallows, birdseed, fog machines, and silly sting. Open flame or candles are <u>NOT PERMITTED</u> in or around the Snohomish Carnegie Building. If you have any questions, please ask Carnegie staff for clarification and/or assistance.

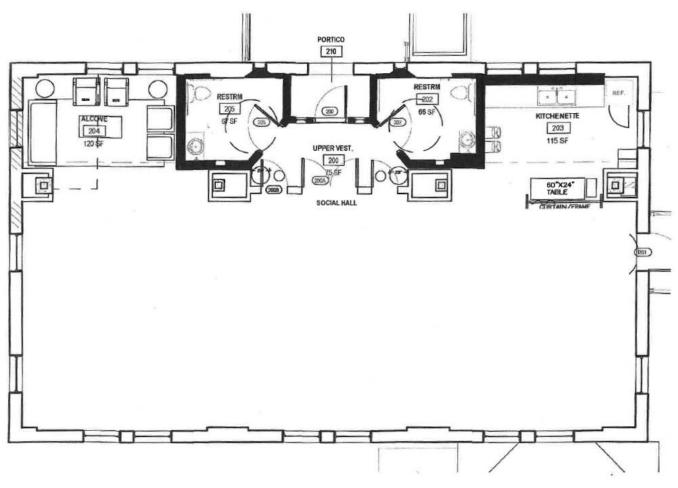
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Please complete the floor plan:

Snohomish Carnegie Upper floor dimensions:

Main Room: 57' 11" x 21' 6"

Alcove and Kitchenette: 8' 11" x 13' 0"



Thank you for your cooperation.

I have read the rules and regulations above and agree to the conditions and charges as established on my own behalf and on behalf of the Organization as applicable.

Printed Name:	Date:
Signature:	
Printed Name:	Date:
Signature:	
Printed Name:	Date:
Staff Signature:	